



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

U.S. ARMY SPACE COMMAND
350 Vandenberg Street
Peterson AFB, Colorado 80914-4919

SMDC-AR-ZA

17 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum I-2, Open Door Policy

1. All soldiers and civilians of U.S. Army Space Forces have open and free access to discuss with me matters of professional as well as personal concern. This policy encompasses both the headquarters in Colorado Springs and the various locations throughout the command. I am available to all members at all locations.
2. The chain of command's primary responsibility is to set the conditions for the soldier's success. I expect every member of the chain of command to have an opportunity to solve a soldier's or civilian's problem to set those conditions for success. If the chain of command cannot satisfactorily resolve the problem, I stand ready to offer assistance. Please feel free to visit me, call me, or e-mail me to surface a problem.
3. My secretary or my Executive Officer will help anyone schedule an open door policy meeting with me at the earliest possible time. You may contact my secretary at (719) 554-2101 or my Executive Officer at (719) 554-2103.
4. File this policy in your policy notebook as required reading for all personnel.

A handwritten signature in black ink, appearing to read "D. W. Shaffer", is positioned above the typed name.

DAVID W. SHAFFER
COL, AV
Commander, Army Space Forces

DISTRIBUTION:

A